

**Company:** Durham Geo Enterprises Inc  
**Job Title:** Purchasing Manager  
**Reports to:** Plant Manager (Direct); Production Manager (Functional)

### Position Summary

We are looking for a qualified Purchasing Manager that will be responsible for the day-to-day purchasing and vendor related activities for the company. The ideal candidate will be an enthusiastic and motivated team player who possesses purchasing experience in a manufacturing environment. Responsibilities include sourcing the best quality equipment, parts, goods and services, at the most competitive prices for the company; building and maintaining positive relationships with new and existing suppliers; and ensuring the company's stock and inventory levels are kept within the desired ranges to meet company objectives. The position is located in Tucker, GA.

### Key Responsibilities

- Perform and oversee the purchasing activities to assure orders are placed and fulfilled within stated lead times;
- Prepare and process purchase requisitions within the company's guidelines for supplies and equipment;
- Manage and control stock levels within established ranges through the company's ERP system;
- Negotiate favorable prices, lead times and minimum order points with suppliers;
- Issue and track all inter-company purchase orders to fulfill drop-shipments from the company's domestic warehouse to international customers;
- Act as an expeditor for backorders;
- Maintain vendor scorecards on top ten major suppliers;
- Work with Accounting and Production on inventory control and reporting procedures;
- Accurately maintain the company's record-keeping for all purchase orders;
- Prepare for and participate in ongoing cycle counts and annual inventory counts, adjust inventory records for discrepancies as directed, and make recommendations to improve the process;
- Participate in the company's quality management program through vendor evaluations and corrective action requests when supplied goods do not meet required specifications
- Track savings for the company as a result of purchasing actions;
- Maintain conformance with company's regulations, policies, and procedures;
- Mentor supporting staff members;
- Other duties not listed as assigned by the Plant Manager.

### Experience and Skills

- 4 or more years of purchasing experience in a manufacturing environment with good negotiating skills;
- Strong analytical skills including unit conversions;
- Working knowledge and experience with Microsoft Dynamics Great Plains is desired;
- Excellent MS Office (including Excel) and other computer abilities;
- Effective oral and written communication skills; ability to effectively present complex topics in a concise manner;
- Superior organizational and time management skills;
- Confident, with the ability to accept and respond to challenges in a fast-paced, results-driven environment;
- Strong interpersonal skills and ability to deal with people at all levels and in a variety of functions;
- Team player with ability to problem solve effectively and collaboratively;
- Must be able to work independently and within a small team environment;
- Ideal candidate must be able to manage multiple projects at one time and adhere to strict deadlines;
- Willing to support all areas of the business as required.

### Compensation

- Annual base salary, depending on candidate's experience;
- 3 weeks annual paid vacation;
- Company Medical, Dental, Life, Disability and Retirement.

## Company Background

Founded in 1994, Durham Geo Enterprises, Inc. designs and manufactures Geotechnical, Environmental, and Materials Testing products serving the Structural Health, Construction, and Civil Engineering markets and is a dominant brand in North America. With a global reach into over 50 countries and thousands of proven applications, the Company is a recognized leader in geotechnical instrumentation. For more information on the portfolio businesses, please visit [www.durhamgeo.com](http://www.durhamgeo.com)